

# *Parent and Student Handbook*

*Primary and Secondary School*

*2017 - 2018*



NORD ANGLIA  
INTERNATIONAL SCHOOL  
SHANGHAI, PUDONG



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## *Message from the Principal*

Dear Parents and Students,

This guide has been prepared to serve as a reference guide for our families and especially for those who are new to NAIS Pudong.

First and foremost, if we have not already met, please do come forward as I like to meet all families and do my best to know as many of the young people in our school as I possibly can.

It is most important that you know that we have an 'open door' approach across the school and that you can ask any questions that you may have. At NAIS Pudong we create opportunities for our students to thrive now and in the future.

A sense of community is essential to all excellent schools and with that comes:

- A common sense of values that are shared by students, parents, teachers and all staff;
- An ongoing commitment to achieve academic success and personal improvement through engagement in the life of the school;
- An understanding that we are all role models for each other and that our values of courtesy, consideration for others, and open-mindedness are applied throughout;
- A belief that we can always do better and that we are respectful of the environment where we come together with shared purpose.

On a practical basis this also means abiding by some sensible shared procedures and understanding who is who and what happens where. This booklet aims to provide that information.

I look forward to working together and trust that your experiences of schooling at NAIS Pudong will be positive, healthy and enriching throughout.

Yours sincerely,

Mrs. Lesley-Ann Wallace  
Principal

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*School Year Calendar*

*Academic Year 2017 - 2018*

# Nord Anglia International School Shanghai, Pudong : TERM DATES 2017-2018

*Holiday dates are subject to change pending confirmation by Chinese Government*

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN								
AUG				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
SEP							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
OCT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
NOV					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
DEC							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
FEB						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
MAR							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
APR		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
MAY				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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JUL		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

## Public Holidays in China

Mid-Autumn Festival: 4 October 2017; National Holiday: 1-8 October 2017; New Years Day: 1 January 2018; Spring Festival: 12-20 February 2018; Tomb Sweeping: 5 April 2018; Labour Day: 1 May 2018; Dragon Boat Festival: 18 June 2018



**NORD ANGLIA  
INTERNATIONAL SCHOOL  
SHANGHAI, PUDONG**

School holiday – no school for staff/students	Staff training – no school for students	School day
Parent/student orientation- no class	First day of school for students	Project Week

## Getting Started

The school day for students starts at 8:15am which is when they are allowed to go to their class teacher/form tutor ready for registration at 8:30am.

Primary and Secondary school parents and students can enter through the main entrance. New students will be met in the main entrance by school staff and students and guided to their classrooms.

Early Years children should enter the school through the EYFS entrance and go to their classrooms to be met by their teachers.

If they have come by bus, the bus monitor will take them to their classroom.

### LUNCHES/SNACKS

Our catering provider aims to serve healthy meals which accommodate most dietary and religious needs. Lunch menus are posted on the school website each week.

For new students from Years 6 to 13, our Admissions team will help you purchase a lunch card for your child(ren). If cards are lost there is a charge of 30RMB for a replacement card.

Pre-Nursery to Year 5 students are not issued with cards. Their lunch accounts will be debited daily according to the morning register taken by the Class Teacher.

It is not compulsory for your child to have school lunches. If you prefer to send school lunch from home, we encourage this to be a healthy option. It is also important to note that we are a NUT FREE school.

### WHAT TO BRING

- School bag
- Pencil case (Y7 - Y11 see requirements on page 18)
- Packed lunch (if not having a school lunch, please remember we are a NO NUT SCHOOL)
- Water bottle



## SCHOOL BUS

When you start school at NAIS Pudong our Admissions team will organise the school bus for you. Once you have started at the school, if you have any questions regarding our school buses, please contact our bus coordinator, Ms Ellen Cai via email at [bus-coordinator@naispudong.com](mailto:bus-coordinator@naispudong.com) phone 5812 7455 ext 1053.

Each school bus has a bus monitor, who is also one of our teaching assistants. You will receive the name and mobile telephone number of your bus monitor prior to the first time your child catches the school bus. Your bus monitor will also make contact with you to confirm your pick up and drop off locations and times.

The school bus should be a safe and comfortable environment for all. The bus monitor will supervise the children and ensure that they are safe and that their behaviour is acceptable. In addition, no child is permitted to sit in the front seat of the school bus.

## Role of the Bus Monitor:

- To ensure that all the correct children leave school on the correct bus (supported by our teaching staff)
- To ensure that all children wear seat belts and remain seated throughout the journey
- To contact parents if there is any delay to the service
- To contact parents if the child is not waiting at the bus stop as expected (please note the bus will wait only 2 minutes before leaving)
- Monitor student behaviour (in accordance with the School Transport Code of Conduct) Students are required to follow all instructions given by the bus monitor.

Please note that Primary students (up to Year 6) must be met at the bus stop or other agreed drop-off point by a responsible and designated adult. If the designated adult is not at the stop, an attempt will be made to contact the parents before the bus returns the student to school.

## PICK UP AND DROP OFF

Please note that no drop off at school will be allowed before 8.15am, however, IB students may arrive from 8am. Early Years children should be accompanied to the Early Years department. Children must be picked up and dropped off either at our main reception or Early Years foyer.

## *School Daily Timetable 2017 - 2018*

### Year 1 - Year 5 Timetable

8:30-8:40	Registration
8.40-9.35	Period 1
9:35-10:30	Period 2
	Break
10:45-11:40	Period 3
11:40-12:05	Period 4a
	Lunch
12:55-13:25	Period 4b
13:25-14:20	Period 5
14:20-15:15	Period 6

### Year 6 - Year 13 Timetable

8:30-8:40	Registration
8.40-9.35	Period 1
9:35-10:30	Period 2
	Break
10:45-11:40	Period 3
11:40-12:35	Period 4
	Lunch
12:35-14:20	Period 5
14:20-15:15	Period 6

# Attendance

## HOLIDAY AND OTHER ABSENCES

Sustained learning is important, so parents are asked to avoid arranging holidays during term time. There may be other unavoidable reasons for a student to be absent from school apart from illness. In all cases of proposed absence during term time, parents must seek permission from the relevant Head of School in writing at least ten days before the proposed absence. Where permission is not sought absences will be recorded as unauthorised; repeated instances of unauthorised absence will call into question the student's future attendance at the school. We ask that all parents inform the school directly if a student is going to be absent for any reason.

The contact should be made via the student's class or form teacher, preferably via email. If it is a future known absence that requires authorisation from the Head of School, an email should be sent. Absences should be explained so that the correct follow up procedures can take place. We expect and require students to maintain a 97% attendance record. Failure to do so will require further explanation and may result in remediation if, in the opinion of the school, the student's learning has been affected. Good attendance and time keeping is part of high achievement.

## PUBLIC HOLIDAYS

When the Government declares 'the public sector will be closed' all schools must, by law, remain closed and there will be no school on these days. Parents will be notified through Facebook and/or WeChat.

## PUNCTUALITY

Students are expected and required to arrive on time for registration (8:30am) and lessons. The times for all lessons are in the students' timetable. This is part of taking personal responsibility for their own learning and academic development. Please ensure that they arrive in good time. If they are repeatedly late for lessons this will be discussed with the class or form tutor, Head of School and parents. A plan will then be put into place to ensure that each student takes responsibility for their learning.

## EARLY DEPARTURE

Students needing to leave school early for medical or dental appointments, music examinations, etc. should follow this procedure:

- Parents must email the class teacher/form tutor in advance
- Report to the main reception at departure time
- Be collected from the main reception by a parent (or their representative)
- Sign in at main reception on return (if applicable)



# School Uniform - Year 1 to Year 5

Summer Uniform - (Approximately August, September, October, May, June)



Boys	Girls
Short sleeve polo shirt (tucked in)	Short sleeve polo shirt (tucked in)
Grey shorts	Grey skorts or gingham dress
Black ankle socks	White ankle socks
Black leather shoes (not black trainers)	Black leather shoes (not black trainers)

Winter Uniform - (Approximately November, December, January, February, March, April)



Boys	Girls
Long sleeve polo shirt (tucked in)	Long sleeve polo shirt (tucked in)
Grey trousers	Skorts or pinafore
Black ankle socks	Black tights or socks
Black shoes (not black trainers)	Black shoes (not black trainers)
School jumper or vest	School jumper or cardigan

# School Uniform - Year 6 to Year 11

Summer Uniform - (Approximately August, September, October, May, June.)



Boys	Girls
Short sleeve white shirt (tucked in)	Short sleeve white shirt (untucked)
School tie (fully tied up)	School tie (fully tied up)
Grey trousers	School skirt
Blazer	Blazer
Black leather shoes (not black trainers)	Black leather shoes (not black trainers)
Black ankle socks	Black ankle socks

Winter Uniform - (Approximately November, December, January, February, March, April. )



Boys	Girls
Long sleeve white shirt (tucked in)	Long sleeve white shirt (untucked)
School tie (fully tied up)	School tie (fully tied up)
Grey trousers	School skirt
Blazer	Blazer
Black leather shoes (not black trainers)	Black leather shoes (not black trainers)
School jumper or vest	School Jumper or Cardigan
Black ankle socks	Black tights or socks

## School Uniform - Year 12 to Year 13

Nord Anglia International School Shanghai, Pudong believes that its Dress Code is very important for the whole school community. Excellent standards of dress reflect excellent standards in all areas of school life. We expect all our students to take pride in their appearance.

The IB Dress Code gives students particular freedom with regard to their dress. Instead of a school uniform, students are permitted to dress as adults would in a professional environment i.e. to wear what may be termed 'smart professional business dress'. We expect students to exercise this privilege responsibly and not to allow it to distract them from focusing on learning.

Boys	Girls
Top: Long or short sleeved collared shirt with tie	Top: Blouse or shirt
Trousers: Smart, tailored (navy blue, grey or black)	Trousers: Smart, tailored (navy blue, grey or black)
Shoes: Black or dark coloured leather, polishable	Skirt: Smart, formal, of an appropriate length no shorter than 2.5cm above the knee (black, navy blue or grey)
	Flat shoes: Black or dark coloured, no canvas

### Maintaining Standards:

Students will be given warnings if their uniform does not meet the required standards.

Students whose uniform standards repeatedly fall below what is acceptable will be sanctioned by the Head of IB Academy.

### Standards of Dress:

#### Jewellery

- Allowed: stud earrings, ring, bracelet, discreet and suitable for a professional environment
- Not allowed: facial piercings

#### Make-up

- Allowed: subtle blusher and subtle eye liner
- Not allowed: lipstick, heavy eye line. No false nails, nail varnish must be natural pale color only. No shellac, students will be asked to remove inappropriate nail varnish or shellac.

#### Hair

- Neat with no extremes of hairstyle.
- Not allowed: Mohicans or unnatural colours
- Boys' facial hair must be neat and groomed.

#### Others

- No denim, no leggings, no spaghetti-strap tops

## PE Kit - Year 1 to Year 11



### PE Kit

Black or white PE T-shirt  
Shorts or tracksuit bottoms  
Trainers  
Fleece

Rain coat to be worn as external coat only.

\*All clothes should be clearly labelled with the child's name. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each school year.

## Appearance

### SCHOOL BAG AND BOOK BAG

All students in Primary and Secondary must have and use a school bag. All students from Year 1 to Year 11 must use a NAIS Pudong sports bag for PE. Wheely bags are not allowed.

### Jewellery

For safety, only one pair of studs, sleepers or small earrings are permitted.

### Hair Styles

No extremes of hairstyle. Mohicans or unnatural colour hair is not allowed.

### Make - Up

Any make up should be minimal and discreet.

### Nails

No nail extensions are permitted.  
Clear nail varnish only.

Make sure all uniform, equipment and accessories are clearly labelled.

Smart appearance at all times is important.

Shirts must be worn neatly and ties tied correctly.

Blazers are worn all year around.



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## Technology

### MOBILE PHONE AND IPAD USE

While we recognise that technology has an important place in learning we believe that school is a place where students discover how to interact socially.

Therefore overreliance on mobile phones are discouraged especially when students should be concentrating on face to face interactions. If they are brought into school they should be switched off and stored out of sight. Teachers may give permission for students to use technology as a learning tool during a lesson, however if a mobile phone or other item of electronic equipment is seen, heard or known to be used at an inappropriate time an appropriate sanction may be applied. Phones are not allowed to be used at break or lunch.

Head phones should never be seen and may be confiscated.

The school cannot accept responsibility if these items are lost or stolen.

**The school reserves the right to send home any student, in the unlikely event that they refuse to follow the technology or uniform rules.**

## Equipment / Lockers

### SECONDARY SCHOOL EQUIPMENT

- 2 Black pens
- 2 Green pens
- 2 HB pencils
- Colouring pencils
- Ruler
- Eraser
- Pencil sharpener
- Protractor
- Compasses
- Scientific calculator
- A clear pencil case
- Reading book
- A pocket English dictionary and thesaurus
- Library card
- A charged iPad (Year 5-11)

Text books and certain specialist equipment may be issued on loan. Students will be given an exercise book or folder for each subject. If students lose or wilfully damage anything they will be expected to pay for a replacement. This also applies to furniture and the school buildings.

### LOST PROPERTY

If a student finds something that someone has lost, please hand it to Main Reception. If a student loses something then they should inform their class teacher or form tutor. If it is not found straight away, please ask at Main Reception. Items that have the student name clearly labelled are easy to return to their owners; please name all items. Lost NAIS Pudong uniform, lost items and bags are kept at Main Reception. At the end of term any unclaimed items will be donated to charity.

### LOCKERS

All primary and secondary students will have a locker. All items not being used during lessons should be placed inside the lockers. The lockers provided will hold students' books and bags. These are to be kept tidy at all times; with items placed inside the lockers; not on top or in front.



# Student Activities

## CO-CURRICULAR ACTIVITIES

Co-Curricular Activities (CCA) are complementary to the curriculum and help with your child's learning and development beyond the classroom. We host over 150 different activities for students to get involved in outside of the academic curriculum. They are essential part of your child's education, encouraging independence, perseverance and commitment.

The CCA Programme includes sports, performance, creative arts, languages, music and many more.

The Programme starts in week 3 of the autumn term and week 2 of the spring and summer term.

## INDIVIDUAL INSTRUMENT LESSONS

As part of the Juilliard-Nord Anglia Performing Arts Programme, we are delighted to offer individual music lessons to your child. We hope that you and your child's love of music grows over the course and they consider trying out individual instrument lessons.

### Disciplines Offered

We offer the following individual instrument lessons:

- Voice/Singing
- Violin, Viola, Cello, Double Bass
- Flute, Clarinet, Saxophone (Alto & Tenor)
- Trumpet, Trombone, Euphonium, French Horn, Tuba
- Classical Guitar, Acoustic Guitar, Electric Guitar, Bass Guitar
- Drums
- Piano

Lessons will be held over ten weeks each term. Lessons will be timetabled on a rotational basis to avoid students being withdrawn from the same school lesson more than once per term. Once teachers have contacted parents and confirmed the lessons, lesson times will be confirmed on the notice board in the Performing Arts Centre.

### Instruments

Our school has a range of Brass and Woodwind instruments that can be loaned out to students free of charge on a first come first served basis.

Instruments can be used for up to two full terms. After a period of two terms, parents and students should make a decision to acquire their own instrument should they wish to continue further study. Pianos and drum kits are not available for hire. If any damages occur to hired instruments students and their families will be held financially responsible.

### Fees and Payment

The cost of the lessons will be confirmed at the beginning of term. In order to secure a place in the Individual Instrument lessons please request a form from Mr. Philip Bailey (p-bailey@naispudong.com)

Fees and forms must be handed to Ms. Helen Xu in the Finance Office. Lesson will not commence until payment is made in full.

### Attendance

Attendance is compulsory for Individual Instrumental Lessons. If a student is going to be absent, it is the parent's responsibility to ensure the school and music teacher are notified at least 12 hours in advance. An email on the day of the lesson is not enough notice. Failure to notify the teacher will result in the student being charged for the missed lesson. If a student is absent due to illness, parents must please notify the Director of Music, Mr. Phillip Bailey at p-bailey@naispudong.com, who will inform the relevant music teacher. Failure to do so will result in

the lesson being recorded as missed and the teacher concerned will not be obliged to make up the lesson.

Should parents and students decide to discontinue lessons, the school should be notified in writing, four weeks before the end of term.

Students must bring their student planners to all instrumental lessons so that the teacher concerned can assist in monitoring potential clashes with the class tests. Lessons missed due to compulsory school activities and teacher absence will be made up by the teacher concerned.

### **General**

Lessons take place in the Performing Arts Centre on the first floor in the individual music practice rooms.

Students are expected to leave their classroom lessons five minutes before their lessons so they are able to receive their full lesson allocation.

- In order to make adequate progress, it is strongly recommended that students practise their instrument for a minimum of twenty minutes per day.

- Parents are encouraged to organise a suitable practice time as part of their child's regular homework routine.
- It is expected that parents will support their children in their effort to practice.
- The individual music teacher will contact parents to organise lessons and any other requirements.
- All instrumental music students may be issued with a music practice diary at the start of the term, depending on the preference of the teacher. Parents are requested to monitor and sign these practice diaries every week.

If you have any inquiries about the individual instrument lessons here at NAIS Pudong, please do not hesitate to contact Mr. Philip Bailey at [p-bailey@naispudong.com](mailto:p-bailey@naispudong.com).

# Code of Conduct for Students

## BE AMBITIOUS

- Ensure you do your best at all times. Value and enjoy your learning.
- Your work should be completed to the best of your ability and submitted on time.
- Punctuality is very important. Arrive at lessons on time and ready to work.
- Wear the NAIS Pudong uniform with pride. You are an ambassador for the school, so behave sensibly whenever you are in uniform.
- Look after your environment and do not drop litter. Look after books and equipment and keep your locker clean and tidy.
- Respect each other.
- Treat everyone with respect—students, staff, visitors to the School, members of the outside community.
- Be polite and courteous to everyone. Consider other people's feelings. Never make hurtful remarks.
- We must never shout, swear or call each other names.
- Your behaviour should not prevent others from learning. Care for one another and if you see someone is unhappy either go to their assistance or report the matter to a member of staff.
- Staff should be addressed as 'Sir' or 'Miss' or by their full name.

- You must never leave a lesson without permission.

## WELCOME OPPORTUNITIES

- Believe that you can be successful and engage in the learning activities that you are asked to do.
- Make the most of all the enrichment activities on offer.

## ENJOY CHALLENGES

- Aim high and set yourself challenging targets.

## CELEBRATE SUCCESS

- Share and celebrate your own successes and the success of others in our community. We celebrate student successes throughout the year in a variety of ways.

## COMMUNITY BEHAVIOUR

- Remember good manners and always speak politely to everyone.
- Follow the walk on the left system between lessons and at the start and end of breaks and keep to the left on the stairs and corridors.
- Talk quietly in corridors.
- Bags should not be carried in school, but instead should be kept in your lockers.

- Walk sensibly around the school (do not run inside the buildings)
- Keep moving down the corridors.
- Carry footballs/basketballs.
- Behave sensibly in computer areas.
- Eat only in the designated areas which are The Hub, Aspretto, Chatter Box Café and Picnic Tables and always place litter in bins. IB students are entitled to use Aspretto and Chatter Box Café in a sensible manner but must be aware that it is primarily a space for parents and teachers. Failure to use this area sensibly will result in the privilege being revoked. Students must be considerate of others around them.
- Students should eat only packed lunches or sandwiches in the outdoor eating areas and all other food should be consumed in The Hub. When air quality is red all food should be eaten in The Hub.

# Home-School Agreement

At NAIS Pudong we want to work with students, parents and staff to create a school environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom experience and feel intellectually challenged and stimulated. We believe in the importance of equipping students with the values and skills that will help their development and learning for life. We want to build self-esteem and confidence and create opportunities where students, parents and staff know that they are valued. We are convinced that this can happen when parents, students and staff agree to work together in partnership. The Home/School Agreement is an agreement to work together.

## THE PARENTS

I/We shall:

- Ensure my child attends regularly, on time, properly equipped and in full school uniform.
- Respectfully make the school aware of any concerns which might affect my child's education and welfare through the correct channels.
- Support the school's policies and guidelines for behaviour.
- Attend Academic Review evenings and discussions about my child's progress.

## NAIS PUDONG

We will:

- Make the school a safe and secure environment where learning can take place.
- Ensure that your child achieves their full potential as a valued member of the community.
- Provide a balanced curriculum which follow national guidelines.
- Achieve high standards of work and behaviour.
- Inform you of any concerns that are affecting your child's work or behaviour.
- Send regular reports home.
- Set, mark and monitor homework.

## THE STUDENT

I shall:

- Attend the school regularly and be on time.
- Bring all the equipment I need every day.
- Wear full school uniform and take pride in my appearance.
- Do all my class work and homework to the best of my ability.
- Be polite, helpful and respectful to others in and outside of the school.
- Keep the school and its environment free from litter and graffiti.

## School Rules

### Students should not bring the following items into school:

- Items of value for example, expensive watches.
- Any form of jewellery except small items permitted by the school uniform rules.
- Items of strong sentimental value.
- Large amounts of money. Money brought into school for school trips should always be given immediately to the Finance Office. The school cannot accept responsibility if any such items are lost or stolen. The school recommends parents use the lunch card system for students who wish to purchase school lunch.

### The following items are banned from school:

- Alcohol and cigarettes.
- Illegal substances.
- Dangerous substances – for example: solvents, lighters, lighter fluid, matches, aerosol sprays.
- Fireworks.
- Illegal items – for example: any form of weapon or knife.
- Material which is racist, pornographic or likely to incite violence.

Such items will be confiscated and will not be returned. Students found in possession of such items are likely to be excluded. Serious cases (including ALL those involving drugs) may result in permanent exclusion.

### BULLYING

We do not tolerate bullying of any type: physical, verbal, emotional, social or cyber. We aim to encourage all students to develop the confidence and openness to challenge any type of bullying. We provide clear guidelines for staff, students and parents which reflects our aim to support the bullied and change the behaviour of the bully.

### THE INTERNET

To ensure a safe environment for your child we operate the following Internet agreement.

- Students agree to use the Internet for constructive educational purposes.
- Students will not visit sites which are offensive, illegal or defamatory.
- Students will observe rules and laws of copyright and plagiarism.
- Students will be fair with the network, refraining from time consuming downloads of large files.
- Students will not give out personal details about home, the school, addresses or telephone numbers.
- Students should report to a member of staff any information they come across that makes them feel uncomfortable.

We ask all parents to sign the agreement at the start of term. The students should sign the agreement in their Student Planner for Secondary School.



## Setting the Right Standards

Effective rewards systems and the celebration of success are essential to promote an ethos of high standards of behaviour. They have a motivational role in helping students to realise that good, considerate behaviour, self-awareness and responsibility to self and others is valued. The school operates a number of rewards systems which combine to support and reinforce a positive contribution to the community. Rewards for students include:

- Praise, both informal and formal, to individuals and groups
- House points
- House Awards
- Sports Awards
- Arts Awards
- Academic Awards
- Attendance Awards
- Assemblies to acknowledge and celebrate achievement

### SANCTIONS

On the rare occasions when students' behaviour does not meet our expectations, we may use sanctions as a tool to encourage more appropriate habits. Sanctions are progressive and proportionate depending on the nature of the situation.

### ENTERING LESSONS

Secondary students must line up quietly in single file outside the classroom until asked to enter by the teacher. Students are not allowed in classrooms until the teacher is present.

Students should enter in silence and sit according to the member of staff's seating plan. The teacher decides where students sit. The teacher decides if someone is to move. Students should immediately get out any books and equipment ready to start the lesson.

### POSITIVE BEHAVIOUR REWARD

We believe that positive reinforcement is preferable to a sanctions based system wherever possible. So while sanctions are available to teachers we would rather reward good behaviour and set the correct expectations from the start.

We have a house-point system in Primary and Secondary school to recognise and reward children's effort and achievement. The vast majority of our students exhibit very good manners and care for their peers and learning environment; this is valued and celebrated in class as well as in full school assemblies.

## Personal Development Opportunities

Development of personal responsibility and leadership are central to the school's ethos and it is the responsibility of all teachers to provide opportunities for students to experience leadership and to grow as a result of the experience. We believe there is no limit to what our students can achieve. So we encourage them to be ambitious, to reach for their dreams, to step outside their comfort zones and try something new. We ignite their curiosity and their potential. Being ambitious is inspirational, it urges our students to stretch themselves that little bit further, to be relentlessly optimistic, to be the best that they can be and beyond that to make a difference, to make things better, across the world.

Ambition can take you anywhere, it is transformational, it is what makes the extraordinary possible. But it's only the spark, it takes passion, determination and commitment to make it a reality. It takes creativity and innovation, it takes resilience and courage, it takes confidence.

We empower our students to achieve beyond what they may have imagined, academically, socially and personally across our family of schools.

### We believe that:

- There is no limit to what every student can achieve
- Student leadership should have a clear educational purpose
- Students should be empowered

to take action which utilises their creativity and challenges their experience

- Unique global opportunities enhance every student's learning experience, students should think global but act local
- Learning is multifaceted and leadership is a critical aspect of the overall development of our students
- Students should recognise their privileged position and act to improve the lives of others

We strive to develop leaders who are:

- **Proactive:** Engage with issues of global and local significance and take action to secure positive change
- **Inspirational:** Act to inspire their peers to take positive action to improve the lives of others
- **Effective:** Generate and communicate a vision and take effective actions to realise that vision
- **Collaborative:** Work with others in a principled and caring way that maximises the effectiveness of the group
- **Resilient:** Embrace challenge, do not give up and overcome obstacles
- **Thinkers:** Exercise initiative in making reasoned, ethical decisions and take responsible action on complex problems

## STUDENT VOICE

### NAIS Pudong Primary Student Leadership

- House Captains
- Play Pals
- School Council
- Library Monitors
- Lunchtime club leaders

### NAIS Pudong Secondary Student Leadership

- Arts and Culture Leader
- Arts and Culture Committee
- Service Leader
- Service Committee
- House and Sports Leader
- House and Sports Committee
- Internationalism Leader
- Internationalism Committee

## Rewards / Pastoral

### Housepoints

#### Housepoints are awarded for:

- Outstanding presentation of work
- Making a positive contribution in lessons
- Exceptional effort in a lesson
- Achievement
- Showing leadership skills
- Outstanding homework
- Positive behaviour and good manner
- Care and support of others

House Points are recorded by the teacher or form tutor in the classroom.

25 House Points = Bronze Certificate  
50 House Points = Silver Certificate  
100 House Points = Gold Certificate  
150 House Points = Platinum Certificate

Certificates are awarded in a celebration assembly every week.

### Pen Licence and Penmanship

Handwriting is an important part of our education and so when a child is consistently proving they can write neatly and cursively, they earn a Pen Licence. This means they are honoured and trusted to write in pen rather than pencil in their books (except maths).

When they prove, over time, that they can keep up that high standard in pen as well, they are presented with their Penmanship Award including NAIS Pudong pen.

## Rewards / Pastoral

The school leadership system is multi-faceted but integral to it is the House system, which is also a fundamental element of pastoral care at NAIS Pudong. In both Primary and Secondary Schools, the main goals of the system in place are:

- To provide both vertical and horizontal groups across the school which provide additional points of connection for students outside traditional academic groupings.
- To provide multiple leadership opportunities for students.
- To provide encouragement and recognition for students' participation and leadership in a wide range of areas of school and community life.
- To ensure NAIS Pudong has an effective Student Leadership forum.
- Encouragement of all students to develop a strong sense of belonging and self-worth, and pride in their school.
- Increasing students' well-being and participation in decisions that affect them.
- Emphasising social, civic and leadership skills enabling students to contribute to, and benefit society
- To develop an awareness of social, civic and leadership rights and responsibilities

House System: Each student in the school is assigned to one of four Houses:

**Blue: Dao House - 道** Interpreted at NAIS as **The Way or Right Path**

**Green: De House - 德** Interpreted at NAIS as **inherent character, integrity or inner virtue**

**Yellow: Li House - 礼** Interpreted at NAIS as **virtuous manners and noble conduct**

**Red: Qi House - 气** Interpreted at NAIS as **positive life force, or energy flow.**

In both Primary and Secondary School the House system is used to provide students with a variety of leadership contexts including sporting and other co-curricular activities (music, drama, quizzes). Each House consists of students from all year groups. In Secondary, for each year group within each House, student leaders are selected as House Captains (one boy and one girl). In Primary, the House Captains will come from Year 5 and Year 6.

Students apply for positions of student leadership at the beginning of the academic year. In Secondary, they will apply using the student leadership application form and a number will be interviewed for the positions of Senior Students and House Captains.



1

We went to a Pomona Court  
We saw a horse, a badger and  
We saw  
We did

## Homework Policy - Primary

Homework is an integral part of life at NAIS Pudong. All students from Reception and above will be involved in the programme and such involvement will obviously depend on the child's age. As a general rule, the following policy will be used:

- Students in Year 1 to 6 will receive 3 pieces of homework a week; English, Maths and Topic.
- Students will also be given age appropriate spellings to learn each week, these will be assessed every Friday.
- All homework is given out on a Wednesday and returned to school completed on the following Monday.
- At times, teachers may set the Topic homework for a longer period of time due to its nature, but this is always communicated clearly to pupils and parents.
- The style and content of the homework depends on the subjects being delivered in class.
- Homework is normally designed to consolidate learning rather than introduce new concepts to students.

### HOMEWORK EXPECTATIONS

#### Reading Homework

Daily reading at home is an expected part of NAIS Pudong homework.

From Year 1 onwards; the children will have daily reading which should be heard by an adult. For Year 1 and Year 2 this should be for a minimum of 10 minutes per day, for Year 3-4 20mins per day, rising in Year 6 to 30 minutes per day.

#### Reading Record

Your child will use their Student Planner as their reading record each day. The purpose of this log is for your child to record what they have read at home each day (title, author and page numbers). You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.

There are 4 main ways to help support your child's reading development:

- Hear your child read their school reading book or any other suitable book on a daily basis. KS2 children still need to have their reading heard by an adult (i.e. Y3 & Y4 4-5 times per week and Y5 & Y6 2-3 times per week).
- Reading aloud helps develop fluency and understanding.
- Read with your child - take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It's also fun!
- Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading. All primary children benefit greatly from hearing stories read to them in English (and other languages).
- Let your child see you reading – showing them reading is both highly enjoyable and very useful. Set a great example.

## Homework Policy - Secondary

We believe that homework is a vital part of students' learning. Homework is any work or activity a student is asked to do outside lesson time, either on their own or with their parents.

Homework has a variety of purposes. These include:

- Helping a student to take responsibility for organising their own work.
- Giving opportunities for them to work independently.
- Consolidating and developing understanding.
- Preparing for future class work.
- Extending the time available for learning.
- Supporting the home/school relationship.
- To enable them to devote time to particular demands within lessons.

As teachers, we will ensure that the work set is meaningful and relevant and that it forms an integral part of their learning. They must make sure they hand their homework in on time and that, as with class work, they take pride in their homework and complete it to the best of their ability.

They should have their Student Planner with them at all times to record their homework in.

The Homework timetable is issued by the form teacher.

YEAR GROUP	3 SUBJECTS PER NIGHT
Year 7	20 - 30 mins per subject
Year 8	30 - 40 mins per subject
Year 9	40 - 50 mins per subject
Year 10	40 - 50 mins per subject
Year 11	40 - 50 mins per subject

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## *University and Careers Guidance*

Making Higher Education information accessible to all is especially important when students and families are far from home country destinations. In the spirit of our global society, Higher Education Advice also opens up a whole world of opportunities for university study in any destination you choose. Our Higher Education Advisers are here to help our students make the right career and degree choices for their future and, importantly to support them as they negotiate the application process for their chosen university destination.

Higher Education preparation starts in Year 9 with a Careers Exploration programme through presentations, discussion and software designed to help inspire students.

In Year 10 students can look forward to work experience where we utilise our community network and connections to give students true workplace experiences. In Year 11 students are given guidance during the process of selecting their IB subjects. From Year 12 onwards the students have the opportunity to engage with a number of visiting universities from around the world. They also have the option to undertake personal career profiling. This helps with course research and decisions regarding personal suitability. At the end of the first year of the IB programme we support all students through university preparation workshops, including guidance for preparing personal statements, application essays and other requirements.





## Communications

### COMMUNICATION WITH PARENTS

We are an open school that welcomes parents coming in to talk to our teaching staff. Please make an appointment to come and talk to us at any time.

We use a wide variety of methods to communicate with parents, including our website, newsletters, emails, letters home, social media and phone calls. We usually use a couple of different methods for updating you on important information, as we appreciate that communication can be a challenge in China. Here are our regular communication methods.

### WEBSITE

Make sure to visit our website regularly - [www.naispudong.com](http://www.naispudong.com) - as it contains a wealth of information about the school, events taking place in the school and news on what is happening in and outside of the classroom.

Helpful sections of the website include a calendar of events for the school over the year, which we regularly update. All school newsletters and letters sent home will be available via the website as well.

You should click on News and Events to access this information.

### WEEKLY NEWS

Parents of Primary School students will receive a weekly newsletter outlining what is coming up in the classroom in the relevant year group. The newsletter will also contain reminders of important events.

Parents of Year 1 to Year 11 will receive a daily email from their form teacher about the classes and homework that day.

Every week we will also send you a general school newsletter, which will include a letter from the principal, whole school highlights, important reminders and upcoming events.

### HAVING TROUBLE RECEIVING NEWS?

If, for any reason, you have issues receiving electronic communications from our school please email: [publications@naispudong.com](mailto:publications@naispudong.com)

### MEETING REQUESTS

Sometimes, it is just easier to come and see one of the staff here at school. For this reason, we have included key contacts, including the year leaders for each part of the school, in this book to ensure you can get in touch with the person you need to see.

### SOCIAL MEDIA

Our school uses WeChat and Facebook on a daily basis to share good news stories or update parents with urgent messages. If you use Facebook, please like our page [www.facebook.com/naispudong](http://www.facebook.com/naispudong) to make sure you receive these updates. To subscribe to the NAIS Pudong official WeChat account, please scan the following QR code:



### TERMLY CURRICULUM GUIDES

At the start of each term, a curriculum overview is available outlining what will be covered in the curriculum areas for that term.

The Languages curriculum guide will also be published, which outlines what is being taught in your child's language choice and Chinese.

### CLASS DOJO

You will receive regular updates from your child's class teacher or subject teacher. Within the posts you will be able to see what your child has studied, any achievements, homework set and any reminders.

If you have any queries you can email the relevant teacher or place a note in the Student planner.

## Assessments

Communication between school and home is very important and throughout the year you will receive a range of academic communication.

### ASSESSMENT WEEK

All Primary and Secondary children will take formal assessments at the end of each term.

### ACADEMIC REVIEW

Academic Review allows parents and students to meet with teachers to review individual targets and progress.

Our Academic Review schedule includes at least three formal consultations or meetings between parents and teachers in every year group, from Early Years right through to the IB Academy. Meetings will be used to discuss the progress information provided on reports and to give more time for teachers to comment on each child.

During the meeting, students and parents can discuss the student's targets, their progress across all subjects and their attitude to learning.

### REPORTING PROGRESS

We will send information home regarding your child's progress and attainment four times per year; a settling in report within the first half term of school and then one at the end of each term.

## Parent Community

### PARENTS COMMUNITY ASSOCIATION

The Parents Community Association at NAIS Pudong aims to add value to our school by promoting community spirit, hosting fun family events and raising charitable funds. All parents are welcome to join the general PCA meeting each month. These meetings are a great way to get involved in event planning and preparation as well as to meet other NAIS parents. Our main yearly events include the Summer Fair, Dads and Kids Campout and the International Food Fair. If you would like to be included on the PCA mailing list or would like further information please email [community@naispudong.com](mailto:community@naispudong.com)

### CHATTER BOX CAFÉ

Chatter Box Café is an integral part of our parent community, providing a haven for parents and teachers alike. It is a place where the spirit of the school is captured and many new friendships are borne; everyone is welcome! It is run exclusively by parents who are kind enough to donate baked goods and give their time volunteering to help run the Café. We celebrate both National and International Holidays and hold coffee mornings for our Class Reps and their classes. After covering overheads, the proceeds from the Café are given directly to charities chosen by the Parent Community Association. If you would like to bake or have time to assist us in the running of the Café please contact us at [community@naispudong.com](mailto:community@naispudong.com). We look forward to welcoming you for a coffee, cake and a chat!

### PARENT CLASS REP NETWORK

The Class Rep network at NAIS Pudong aims to provide a casual social network by encouraging voluntary coffee mornings, evenings out and children's activities outside school. Tasks will also include: collating contact data at the start of the school year for circulation amongst the class; forwarding information regarding school and PCA events to class members; organising voluntary seasonal and end of year gifts for teaching staff. Each class ideally has 1 or a maximum of 2 parents who share the responsibility. To register interest in taking up the role of Class Rep for 2017-18 please contact [community@naispudong.com](mailto:community@naispudong.com)





# Health and Safety

## FIRST AID

The school employs qualified nurses in the clinic. They deal with minor medical issues such as cuts and bruises, as well as those children who feel unwell whilst at school. In the most unlikely event of a more serious incident occurring at school, parents will immediately be contacted by telephone to inform them of the accident.

Medicines will only be administered in school in exceptional circumstances. They must be clearly labelled with your child's name and class, and the required dosage and frequency. Such medication should be brought personally by a parent to the School Nurse, where you will be asked to sign a consent form to confirm the details. Students will not, under any circumstances, administer their own medicine.

Please advise us of any medical problems your child may suffer, particularly where there is an allergy to material or food.

Medical insurance is required for all NAIS Pudong students.

## AIR QUALITY

Poor air quality can sometimes affect break and lunchtimes as well as outdoor lessons and students may need to remain indoors. Our staff member responsible for Health and Safety will ensure that all teachers and children are aware of the air quality each day, via a flag system at the entrance to each building. Air quality policies will be strictly implemented.

Our school is fitted throughout with high quality air filters, and our health and safety team monitor air quality hourly throughout the school day.

## HEALTH

Regular daily attendance at school is compulsory, but sometimes absence is unavoidable if your child is sick. Please inform your class teacher or form tutor of any absence. If your child takes the bus, please inform the bus monitor of any absence.

## MEDICAL - CHILDREN'S ILLNESSES

Guidance on exclusion from school.

Diarrhoea & Vomiting Illness	Recommended period to be kept away from school	Comments
Diarrhoea and/or vomiting	24 hours from last episode of diarrhoea or vomiting.	Exclusion from swimming should be for 2 weeks following last episode of diarrhoea. Exclusion applies to both adults and children.

Rashes	Recommended period to be kept away from school	Comments
Chickenpox	5 days from onset of rash and when all spots are crusted.	
German measles (rubella)*	6 days from onset of rash.	
Impetigo	48 hours after commencing antibiotic treatment or until lesions are crusted.	Open sores must be covered.
Ringworm	Not usually required.	Treatment is important – see Doctor. Ensure pets are also examined.
Shingles	Excluded only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune. It is spread by very close contact and touch.
Warts and Verrucae	None.	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Other conditions	Recommended period to be kept away from school	Comments
Head lice	None.	Treatment is recommended only in cases where live lice have been seen. Close contacts should be checked and treated if live lice are found. If eggs present, parents should manually remove eggs daily.
Conjunctivitis	Until discharge has ceased	
'Flu' (Influenza)	Until recovered.	
Fever	24 hrs free from fever or fever reducing	

## HEALTH AND SAFETY IN PE AND SPORT RELATED CCAs:

At NAIS Pudong your child's health and safety is of utmost importance to us. Therefore, we operate a strict set of rules regarding PE attire.

Full details of our school uniform policy can be found on pages 13-16 of this handbook.

All of the below policies apply to both boys and girls equally:

### Mandatory

- NAIS Pudong PE shirt (white or black)
- NAIS Pudong black shorts or tracksuit bottoms in winter
- Sports socks
- Hat (for outside activities in summer)

### Optional

- NAIS Pudong Fleece (for the cooler months)

### Footwear

- Sports hall activities: trainers with non-marking soles
- Outdoor activities: White /Black trainers (do not have to have non-marking soles)
- Astro turf activities: Black trainers or astro boots

### Water Bottles

All children must bring a full water bottle to PE lessons and sports CCAs. Their teacher or coach will give the class frequent opportunities to drink water.

### Football, Rugby (Plus Other Contact Sports)

- Plain black football socks
- Shin pads: Compulsory
- Mouth guards: Compulsory for Rugby





## Key Contacts

### NAIS PUDONG SCHOOL SENIOR LEADERSHIP

Title	Name	Email Address
Principal	Mrs. Lesley-Ann Wallace	principal@naispudong.com
Head of Secondary	Mr. Andrew Joy	a-joy@naispudong.com
Deputy Head of Secondary	Ms. Carol Camargo	c-camargo@naispudong.com
Deputy Head of Secondary	Ms. Therese Andrews	t-andrews@naispudong.com
Head of Primary	Mr. Barrie Scrymgeour	b-scrymgeour@naispudong.com
Head of Early Years	Mrs. Tamara Keenan	t-keenan@naispudong.com
Head of Admissions	Mrs. Sally Embley	s-embley@naispudong.com

### SECONDARY LEADERSHIP TEAM

Title	Name	Email Address
Head of Secondary	Mr. Andrew Joy	a-joy@naispudong.com
Deputy Head of Secondary	Ms. Carol Camargo	c-camargo@naispudong.com
Deputy Head of Secondary	Ms. Therese Andrews	t-andrews@naispudong.com
Head of IB Academy	Mr. Bevan Graham	b-graham@naispudong.com
Assistant Head of Secondary: Pastoral Care	Mr. Clement Parrish	c-parrish@naispudong.com
Assistant Head of Secondary : Professional Development	Mr. Michael Watson	m-watson@naispudong.com

### PRIMARY LEADERSHIP TEAM

Title	Name	Email Address
Head of Primary	Mr. Barrie Scrymgeour	b-scrymgeour@naispudong.com
Assistant Head of Primary and Head of Early Years	Mrs. Tamara Keenan	t-keenan@naispudong.com
Assistant Head of Primary, Infants	Mrs. Sally Scrymgeour	s-scrymgeour@naispudong.com
Assistant Head of Primary, Lower Juniors	Ms. Lucy Ellen Marshall	l-marshall@naispudong.com
Assistant Head of Primary, Upper Juniors	Mr. Andrew Lowery	a-lowery@naispudong.com

## SCHOOL CURRICULUM LEADERS

<b>Title</b>	<b>Name</b>	<b>Email Address</b>
Director of Sport and CCAs	Mr. Noel Wallace	n-wallace@naispudong.com
Director of Music	Mr. Philip Bailey	p-bailey@naispudong.com
Head of English	Mr. Michael Watson	m-watson@naispudong.com
Head of Mathematics	Mr. Clement Parrish	c-parrish@naispudong.com
Head of Humanities	Mr. Daniel Guiney	d-guiney@naispudong.com
Head of Business and Economics	Mr. Joseph Gichana	j-gichana@naispudong.com
Head of Global Languages	Mrs. Sabrina Malcom-Severn	s-malcom-severn@naispudong.com
Head of Learning Support	Mrs. Penelope Mulholland	p-mulholland@naispudong.com
CAS Coordinator and Service	Ms. Tamara Brunskill	t-brunskill@naispudong.com
Curriculum Lead responsible for IB Science and Teacher of Science	Mr. Hari Raye	h-raye@naispudong.com
Curriculum Lead responsible for IGCSE and Key Stage 3 Science and Teacher of Science	Mrs. Paula Alderson	p-alderson@naispudong.com

## YEAR LEADERS

<b>Title</b>	<b>Name</b>	<b>Email Address</b>
Year 1 Leader	Mrs. Sofina Finan	s-finan@naispudong.com
Year 2 Leader	Mrs. Sally Scrymgeour	s-scrymgeour@naispudong.com
Year 3 Leader	Ms. Rachel Morris	r-morris@naispudong.com
Year 4 Leader	Ms. Lucy Ellen Marshall	l-marshall@naispudong.com
Year 5 Leader	Ms. Rachel Preston	r-preston@naispudong.com
Year 6 Leader	Mr. Andrew Lowery	a-lowery@naispudong.com
Year 7 and 8 Leader	Mrs. Joanne Parrish	j-parish@naispudong.com
Year 9 and 10 Leader	Mrs. Anna Whiteson	a-whiteson@naispudong.com
Year 11 Leader	Mr. Gregory Siccardi	g-siccardi@naispudong.com
Year 12 and 13 Leader	Ms. Emma Hughes	em-hughes@naispudong.com

## PRIMARY TEACHERS

Title	Name	Email Address
Year 1 Teacher	Mrs. Sofina Finan	s-finan@naispudong.com
Year 1 Teacher	Ms. Melanie Rushton	m-rushton@naispudong.com
Year 1 Teacher	Mr. Adam Shackleton	a-shackleton@naispudong.com
Year 2 Teacher	Mrs. Sally Scrymgeour	s-scrymgeour@naispudong.com
Year 2 Teacher	Mr. Christopher Lowe	c-low@naispudong.com
Year 2 Teacher	Mrs. Loren Eichhorn	l-eichhorn@naispudong.com
Year 3 Teacher	Ms. Rachel Morris	r-morris@naispudong.com
Year 3 Teacher	Mr. Peter Lang	p-lang@naispudong.com
Year 3 Teacher	Mr. Patrick Johnson	p-johnson@naispudong.com
Year 4 Teacher	Ms. Lucy Ellen Marshall	l-marshall@naispudong.com
Year 4 Teacher	Ms. Pamela Snow	p-snow@naispudong.com
Year 4 Teacher	Mrs. Penelope Mulholland	p-mulholland@naispudong.com
Year 5 Teacher	Ms. Rachel Preston	r-preston@naispudong.com
Year 5 Teacher	Mr. Bradley Finan	b-finan@naispudong.com
Year 6 Teacher	Mr. Andrew Lowery	a-lowery@naispudong.com
Year 6 Teacher	Mr. Christopher Kalff	c-kalff@naispudong.com

## ENGLISH AND EAL DEPARTMENT

Title	Name	Email Address
Head of English	Mr. Michael Watson	m-watson@naispudong.com
Assistant Head of English	Ms. Emma Hughes	em-hughes@naispudong.com
Teacher of English	Mrs. Anna Whiteson	a-whiteson@naispudong.com
Teacher of EAL and English	Mr. Alan Pritchard	a-pritchard@naispudong.com
Teacher of EAL, Modern Languages and English	Ms. Rhonda Hughes	r-hughes@naispudong.com

## BUSINESS AND ECONOMICS DEPARTMENT

Title	Name	Email Address
Head of Business and Economics	Mr. Joseph Gichana	j-gichana@naispudong.com
Teacher of Business Management and Economics	Mrs. Tamara Brunskill	t-brunskill@naispudong.com
Teacher of Business Management and Economics	Mr. Perras Majithia	p-majithia@naispudong.com

## GLOBAL LANGUAGES DEPARTMENT

Title	Name	Email Address
Head of Global Languages and Teacher of French	Mrs. Sabrina Malcom-Severn	s-malcom-severn@naispudong.com
Assistant Head of Global Languages and Teacher of Spanish	Mr. Bastian Tsui	b-tsui@naispudong.com
Teacher of German	Mrs. Salam Flood	s-flood@naispudong.com
Teacher of Spanish	Ms. Rhonda Hughes	r-hughes@naispudong.com
Teacher of French	Mrs. Kathryn Watson	k-watson@naispudong.com
Teacher of Mandarin	Ms. Jessie Mao	j-mao@naispudong.com
Teacher of Mandarin	Ms. Carmel Shu	c-shu@naispudong.com
Teacher of Mandarin	Ms. Chloe Lu	c-lu@naispudong.com
Teacher of Mandarin	Ms. Grace Huang	g-huang@naispudong.com
Teacher of Mandarin	Ms. Eve Sun	e-sun@naispudong.com
Teacher of Mandarin	Ms. Celine Shen	c-shen@naispudong.com
Teacher of Korean Literature	Ms. Joan Yim	j-yim@naispudong.com

## HUMANITIES DEPARTMENT

Title	Name	Email Address
Head of Humanities	Mr. Daniel Guiney	d-guiney@naispudong.com
Teacher of Geography	Ms. Therese Andrews	t-andrews@naispudong.com
Teacher of History	Mr. Greg Siccardi	g-siccardi@naispudong.com

## MATHEMATICS DEPARTMENT

Title	Name	Email Address
Head of Mathematics	Mr. Clement Parrish	c-parrish@naispudong.com
Assistant Head of Mathematics	Mr. Simon Jones	s-jones@naispudong.com
Teacher of Mathematics	Mr. Mark Dolan	m-dolan@naispudong.com
Teacher of Mathematics	Mr. Solomon Lukose	s-lukose@naispudong.com

## TECHNOLOGY DEPARTMENT

Title	Name	Email Address
Teacher of Computer Science	Mr. Craig Northedge	c-northedge@naispudong.com
Teacher of Design and Technology	Mr. Wayne Morgan	w-morgan@naispudong.com
Teacher of Computer Science	Mr. Ghulam Rasool	g-rasool@naispudong.com

## THEORY OF KNOWLEDGE DEPARTMENT

Title	Name	Email Address
Teacher of TOK	Mr. Mark Dolan	m-dolan@naispudong.com
Teacher of TOK	Mr. Joseph Gichana	j-gichana@naispudong.com
Teacher of TOK	Mr. Bevan Graham	b-graham@naispudong.com
Teacher of TOK	Mr. Gregory Siccardi	g-siccardi@naispudong.com

## SCIENCES DEPARTMENT

Title	Name	Email Address
Teacher of Science	Mr. Hari Raye	h-raye@naispudong.com
Teacher of Science	Mrs. Paula Alderson	p-alderson@naispudong.com
Teacher of Science	Mrs. Annabel Attwood	a-attwood@naispudong.com
Teacher of Science	Dr. Sally Marsh	s-marsh@naispudong.com

## PE DEPARTMENT

Title	Name	Email Address
Director of Sport and CCAs	Mr. Noel Wallace	n-wallace@naispudong.com
Teacher of Physical Education	Mr. Mark Keenan	m-keenan@naispudong.com
Teacher of Physical Education	Mr. Craig Northedge	c-northedge@naispudong.com
Teacher of Physical Education and Sport Exercise and health Science	Mrs. Joanne Parrish	j-parrish@naispudong.com
Teacher of Physical Education	Mr. Christopher Lowe	c-lowe@naispudong.com
Teacher of Swimming	Ms. Chloe Miao	c-miao@naispudong.com

## ARTS DEPARTMENT

Title	Name	Email Address
Director of Music	Mr. Philip Bailey	p-bailey@naispudong.com
Teacher of Music	Mrs. Louisa Bailey	l-bailey@naispudong.com
Teacher of Film and Drama	Mr. Samuel Bradshaw	s-bradshaw@naispudong.com
Teacher of Visual Arts	Ms. Jennifer Marsh	j-marsh@naispudong.com

## ADMINISTRATIVE STAFF

<b>Title</b>	<b>Name</b>	<b>Email Address</b>
Reception	Ms. Joyce Zhou	main-reception@naispudong.com
Admissions	Mrs. Sally Embley, Mrs. Jody Dexter, Ms. Fanny Zhang	admissions@naispudong.com
Early Years Secretary	Ms. Emily Chen	em-chen@naispudong.com
Primary Secretary	Ms. Belinda Lai	b-lai@naispudong.com
Secondary Secretary	Ms. Betty Liu	b-liu@naispudong.com
PA to the Principal	Ms. Hanna Zhou	h-zhou@naispudong.com
Finance	Ms. Helen Xu	h-xu@naispudong.com
Bus Coordinator	Ms. Ellen Cai	bus-coordinator@naispudong.com


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